

**BRIZE NORTON PARISH COUNCIL**

Clerk to the Council: Mrs Jo Webb

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1<sup>st</sup> February 2022

To the Members of Brize Norton Parish Council

You are hereby summoned to attend the next meeting of Brize Norton Parish Council to be held at the Brize Norton Sports and Social Club on **Monday 7<sup>th</sup> February 2022**. Members of the public may make representations to the Council (SO3e), which will be covered under Point 4 – Public Participation, but a question will not require a response at the meeting or start a debate (SO3h).

Yours sincerely

Jo Webb

Clerk to Brize Norton Parish Council

**Agenda**

**1) Apologies.**

**2) Declarations of interest.** (Councillors are asked to declare an interest regarding items on the agenda this evening.

**3) Minutes:** To approve the Minutes of the last meeting of the Council on Monday 10<sup>th</sup> January 2022.

**4) Public Participation:** New candidate for Councillor vacancy.

**5) District and County Councillors' reports for information only.**

**6) Record of Councillor's meetings:**

- 6.1 Cllr Way – Bulldog regarding website – 13<sup>th</sup> January
- 6.2 Cllr Way – Elder Bank Hall committee meeting – 18<sup>th</sup> January
- 6.3 Cllr Goble & Cllr Bamber – meeting regarding S106 Public Art – 26<sup>th</sup> January
- 6.4 Cllr Goble – OCC Local Transport and Connectivity Plan webinar – 1<sup>st</sup> February
- 6.5 Cllr Glazier & Cllr Goble – Thames Water – 4<sup>th</sup> February
- 6.6 Cllr Way & Cllr Golding – meeting with HAGS reference NEAP – 1<sup>st</sup> February

**7) Councillor reports:**

- 7.1 Cllr Way – Chairman's Report
- 7.2 Cllr Goble – Neighbourhood Plan Steering Group
- 7.3 Cllr Squire & Cllr Goble – Brize Meadow detailed planning sub committee
- 7.4 Cllr Goble – Highways committee – Traffic and speed progress in Brize Norton/OCC Highways
- 7.5 Cllr Bamber – Public Art

**8) Discussion and Decisions:**

- 8.1 Savills – lease land
- 8.2 Allotments
- 8.3 Website
- 8.4 Newsletter
- 8.5 Payroll charges
- 8.6 End of year finance training for clerk

## 9) Progress Reports:

- 9.1 Cllr Glazier - Maintenance
- 9.2 Cllr Way - Queen's Platinum Jubilee
- 9.3 Cllr Way & Cllr Golding - NEAPS
- 9.4 Cllr Squire – Elder Bank Hall extension
- 9.5 Clerk - Gigaclear Community Hub

**10) Planning:** Review of new planning applications and progress on outstanding applications (on attached appendix).

## 11) Finance:

11.1 To consider payments to be made (on attached appendix).

11.2 To examine the bank accounts (income and expenditures) during November.

**12) Other correspondence to note** (clerk to alert Councillors to any specific concerns).

## 13) Items for future agenda.

**14) Date of next meeting** – Monday 7<sup>th</sup> March 2022.

## AGENDA ITEM 10

### NEW PLANNING APPLICATIONS:

R3.0151/21	A40 Smart Corridor	A40 Smart Corridor between Witney and Wolvercote. <b>Registered: 22<sup>nd</sup> December 2021</b> <b>Respond: 12<sup>th</sup> February 2022</b>
21/04101/FUL	Mr D Bond Kielder 48 Station Road Brize Norton	Erection of a detached dwelling with associated works <b>Registered: 13<sup>th</sup> January 2022</b> <b>Respond: 8<sup>th</sup> February 2022</b>
22/00058/HHD	Mr J Hellaby 23 Bellenger Way Brize Norton	Proposed garage to side of property <b>Registered: 12<sup>th</sup> January 2022</b> <b>Respond: 10<sup>th</sup> February 2022</b>

### PENDING PLANNING DECISIONS:

21/03830/S73	Mr Park-Pearson The Old Vicarage Carterton Road Brize Norton	Variation of condition 2 & 3 of planning permission 10/0472/P/FP to allow a reduction in the size of the proposed extension and to allow the use of stone in place of render (part retrospective). <b>Registered 25<sup>th</sup> November 2021</b> <b>Respond: 29<sup>th</sup> December 2021</b> <b>Awaiting Decision</b>
21/03586/LBC	Ms Lisa Clements 22 Carterton Road Brize Norton	Internal & external alterations to include erection of single storey extension with balcony above together with the painting of all new and existing windows and doors <b>Registered: 8<sup>th</sup> November 2021</b> <b>Respond: 4<sup>th</sup> January 2022</b> <b>Under Consideration</b>

21/03585/HHD	Ms Lisa Clements 22 Carterton Road Brize Norton	Erection of single storey extension with balcony above <b>Registered: 8<sup>th</sup> November 2021</b> <b>Respond: 4<sup>th</sup> January 2022</b> <b>Under Consideration</b>
21/03073/HHD	Mr Stuart Finlayson 2 Masons Arms Cottages Burford Road Brize Norton	Erection of a two storey and single storey side extensions <b>Registered: 15<sup>th</sup> September 2021</b> <b>Respond: 7<sup>th</sup> October 2021</b> <b>Under consideration</b>
21/02727/RES 14/0091/P/OP	Mr Andrew Winstone Bloor Homes	Reserved Matters application for details of appearance, landscaping, layout and scale for the country park, public open space, structural landscaping and allotments following Outline planning permission (14/0091/P/OP). <b>Registered: 16th August 2021</b> <b>Respond: 6th September 2021</b> <b>Awaiting decision</b>

PLANNING APPEAL:

APP/D3125/W/ 21/3274197	C/o Agent Brock Cottage Burford Road Brize Norton	Self-build and/or custom housebuilding plots for 2 detached dwellings. Original planning application 20/01915/OUT <b>Respond: 12<sup>th</sup> November 2021</b> <b>Decision not available</b>
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DECIDED PLANNING DECISIONS:

21/02664/FUL	LNT Care Developments/ Bloor Homes Land At Grid Reference 428950 207707 Monahan Way Carterton	Erection of a two storey sixty-six-bedroom care home for the elderly with associated works. <b>Registered: 4th August 2021</b> <b>Respond: 30th August 2021</b> <b>Approved: 15<sup>th</sup> December 2021</b>
21/03666/FUL	Humble Bumble Café The Pavilion Station Road Brize Norton	Erection of a canopy over external seating area (Retrospective) <b>Registered: 30<sup>th</sup> November 2021</b> <b>Respond: 22<sup>nd</sup> December 2021</b> <b>Approved: 25<sup>th</sup> January 2022</b>

# AGENDA ITEM 11.1

## ORDERS FOR PAYMENT:



## Brize Norton Parish Council

### PAYMENTS SCHEDULE - FY 2021/2022

SUMMARY PAYMENTS MADE			
Totals to date	Gross Payments	VAT	Nett Payments
	£ 28,191.96	£ 1,988.11	£ 26,203.85

### ORDERS FOR PAYMENT

Payment Type	Date Approved	Payee	Details	Invoice number	Ref No.	Gross Amount	VAT	Nett Amount
DD	07/02/2022	Everflow Water	Forecast water use up to 9/3/22	1310288	111/22	£ 118.62		£ 118.62
BACs	07/02/2022	OALC	Clerk Training	W-2013	112/22	£ 66.00	£ 11.00	£ 55.00
BACs	07/02/2022	AK TIMMS	Village Maintenance	845688	113/22	£ 17.26	£ 2.88	£ 14.38
BACs	07/02/2022	Gary Jarvis	Handyman wages - January		114/22	£ 279.44		£ 279.44
BACs	07/02/2022	Jo Webb	Clerk wages - January		115/22	£ 271.60		£ 271.60
BACs	07/02/2022	HMRC	Tax payable on Clerk's wages - January		116/22	£ 63.60		£ 63.60
BACs	07/02/2022	McCracken	Grass Cutting	14006	117/22	£ 370.24	£ 61.71	£ 308.53
BACs	07/02/2022	Chapel Hill Design & Marketing	Website Admin	CHD-M-001	118/22	£ 300.00		£ 300.00
BACs	07/02/2022	Chapel Hill Design & Marketing	IONOS Monthly Payment extra email storage	CHD-M-002	119/22	£ 7.20		£ 7.20
<b>Total</b>						<b>1493.96</b>	<b>75.59</b>	<b>1418.37</b>

Please note: The Summary of Payments Made at the top of the table shows what BNPC has paid/committed to pay year to date in terms of:

- Gross Payments these are total payments made for goods and services including VAT.
- VAT amount, this is the amount of VAT the Parish Council is able to claim back.
- Net Payments, this is the amount we have paid after VAT is reclaimed and is what is measured in our Budget

## PAYMENTS RECEIVED:

RECEIPTS SCHEDULE - FY 2021/2022		SUMMARY OF RECEIPTS		
		Totals to date	Amount	
			£ 37,121.49	
PAYMENTS MADE				
Payment Type	Date Advise	Source	Details	Amount
CHQ	21/01/2022	Elder Bank Hall	Water Reimbursement	£ 350.44
<b>Total</b>				<b>350.44</b>

## AGENDA ITEM 11.2

Reconciliation to Bank Account: 28<sup>th</sup> January 2022



### **BNPC FINANCIAL STATEMENT**

**28th January 2022**

#### **GENERAL INCOME & EXPENDITURE**

Balance	01/04/2021	£ 11,728.34	Notes
Less o/standing cheques		£ -	
Add o/standing lodgements		£ -	
		<u>£ 11,728.34</u>	
Receipts		£ 37,121.49	Includes VAT Refund
Payments		£ 28,191.96	Includes VAT to be Refunded
Plus Transfers			
Balance	28/01/2022	<u>£ 20,657.87</u>	VAT Reconciliation o/standing
Plus o/standing payments		£ 1,375.34	Outstanding Items + Orders for Payment
Less o/standing lodgements		£ 133.14	
Cash in Bank	28/01/2022	<u>£ 21,900.07</u>	
Current Account	28/01/2022	£21,900.07	0.00

#### **RESERVES INCOME AND EXPENDITURE**

Balance 1/4/2020		£ 21,870.00	WODC funds
Plus Receipts			
Less Transfers			
Current Reserves		<u>£ 21,870.00</u>	

#### **AVAILABLE FUNDS**

General Funds		£ 20,657.87	VAT Reconciliation o/standing
WODC Reserves		£ 21,870.00	
<b>TOTAL FUNDS</b>		<u>£ 42,527.87</u>	